



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, AUGUST 18, 2021 AT 7:00 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena City Council Statement of Civility**

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Governor Newsom's Executive Order N-29-20, the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the City Council may participate remotely and not be physically present in the City Council Chambers. Until further notice and as such Executive Orders remain in effect, the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

The South Pasadena City Council Meeting for **August 18, 2021** will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

Please be advised that pursuant to the Executive Order(s), and to ensure the health and safety of the public, staff, and City Council, as the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The In-person Hybrid meeting will be conducted live in the City Council Chambers.

The Meeting will be available

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website –  
[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)
- Via Zoom – **Webinar ID: 825 9999 2830**  
**Passcode: 0818**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/82599992830?pwd=ekRhNnNoTnlxOHV4RUplS2pUQlICZz09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://zoom.us/u/aiXV0TAW2>

**CALL TO ORDER:** Mayor Diana Mahmud

**ROLL CALL:** Mayor Diana Mahmud  
 Mayor Pro Tem Michael Cacciotti  
 Councilmember Jack Donovan  
 Councilmember Jon Primuth  
 Councilmember Evelyn G. Zneimer

**PLEDGE OF ALLEGIANCE:** Councilmember Zneimer

## CLOSED SESSION ANNOUNCEMENTS

- 1. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

## PUBLIC COMMENT AND SUGGESTIONS

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item. *(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair’s discretion, subject to the approval of the majority of the City Council, to limit public comment(s) to less than 3 minutes on any given agenda item).*

Option 3:

Email public comment(s) to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the Council meeting.

NOTE: Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

## PUBLIC COMMENT

- 2. PUBLIC COMMENT – GENERAL**

**PRESENTATIONS**

3. **PRESENTATION OF CERTIFICATE OF APPRECIATION TO LOS ANGELES ELITE LIONS CLUB AND CHARTER PRESIDENT KAISER MO**

**COMMUNICATIONS**

4. **COUNCILMEMBERS COMMUNICATIONS**  
Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.
5. **CITY MANAGER COMMUNICATIONS**
6. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

**CONSENT CALENDAR****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

7. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$122,427.18; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,672,419.87; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$15,204.40; VOIDS IN THE AMOUNT OF (\$19,376.12); TRANSFERS IN THE AMOUNT OF \$11,302.30; PAYROLL IN THE AMOUNT OF \$1,116,382.40.**

**Recommendation**

It is recommended that the City Council approve the Warrants as presented.

8. **PRESENTATION OF THE MONTHLY INVESTMENT REPORT FOR JUNE 2021.**

**Recommendation**

It is recommended that the City Council:  
Receive and File the monthly investment report for June 2021.

**CONSENT CALENDAR - CONTINUED**

- 9. AUTHORIZING THE IN-HOUSE PREPARATION OF PAYROLL BY THE CITY'S FINANCE DEPARTMENT, AND ACTIONS ASSOCIATED WITH IN-HOUSE PAYROLL, INCLUDING AUTHORIZING AN ADDITIONAL ACCOUNTANT POSITION, AUTHORIZING THE REACTIVATION OF THE PAYROLL MODULE WITH SPRINGBROOK SOFTWARE, AND AUTHORIZING A THREE MONTH EXTENSION OF THE ADP CONTRACT.**

**Recommendation**

It is recommended that the City Council:

1. Authorize the addition of an Accountant position to the City's list of budgeted and authorized positions, including the appropriation of General Fund Reserves in the total amount of \$66,100, to the following accounts:
    - a. Salary Full-Time 101-3010-3011-7000-000 in the amount of \$53,200
    - b. Retirement 101-3010-3011-7100 in the amount of \$4,500
    - c. Workers Compensation 101-3010-3011-7110-000 in the amount of \$1,050
    - d. Health Insurance 101-3010-3011-7130-000 in the amount of \$5,625
    - e. Dental Insurance 101-3010-3011-7150-000 in the amount of \$675
    - f. Vision Insurance 101-3010-3011-7140-000 in the amount of \$180
    - g. Life Insurance 101-3010-3011-7160-000 in the amount of \$70
    - h. FICA 101-3010-3031-7170-000 in the amount of \$800
  2. Authorize the Re-Implementation of Payroll Software with Springbrook Financial software in an amount not to exceed \$25,000, and allocate \$25,000 in General Fund Reserves to account number 101-3010-3011-8170-000, Professional Services.
- 10. AUTHORIZE SOUTHERN CALIFORNIA EDISON (SCE) TO PERFORM NIGHTTIME CONSTRUCTION WORK IN THE VICINITY OF GARFIELD PARK, CAUSING A FULL STREET CLOSURE OF GREVELIA STREET AND CLARK PLACE FROM PARK AVENUE TO GARFIELD AVENUE.**

**Recommendation**

It is recommended that the City Council:

1. Authorize Southern California Edison (SCE) to perform nighttime construction work in the vicinity of Garfield Park, causing a full street closure of Grevelia Street and Clark Place from Park Avenue to Garfield Avenue; and
2. Direct staff to provide options for modification of the South Pasadena Municipal Code to allow for administrative review of requests for nighttime work for similar urgent activities.

**CONSENT CALENDAR - CONTINUED**

- 11. APPROVAL OF TWO CONCEPT DESIGNS FOR BERKSHIRE AND GREVELIA POCKET PARKS, AWARD OF CONTRACT TO DAVID VOLZ DESIGN, IN A NOT-TO-EXCEED AMOUNT OF \$178,025 FOR CONSTRUCTION DOCUMENT SERVICES, APPROPRIATE 178,025 FROM THE PARK IMPACT FEES REVENUE ACCOUNT, AND APPROVE THE ADDITION OF A MEMORIAL TREE, BENCH, AND PLAQUE FOR BEATRIZ SOLIS AT BERKSHIRE PARK.**

**Recommendation**

It is recommended that the City Council:

1. Approve the concept designs for Berkshire and Grevelia Pocket Parks; and
  2. Award a contract to David Volz Design for construction document services in the amount of \$178,025 and appropriate the contract cost to account 275-9000-9263-000 Park Impact Fee, Berkshire and Grevelia Pocket Parks; and
  3. Appropriate \$178,025 from Park Impact Fees reserves and; and
  4. Approve the addition of a memorial tree, bench, and plaque for Beatriz Solis at Berkshire Park.
- 12. AUTHORIZE LETTER OF SUPPORT FOR CITY OF MONROVIA LOCAL AREA MODIFICATION APPLICATION**

**Recommendation**

It is recommended that the City Council authorize a letter of support for the City of Monrovia's Local Area Modification Application to withdraw from the Foothill Workforce Development Board (FWDB) Local Area and join the Los Angeles County Workforce Development Board Local Area.

- 13. AUTHORIZE THE CITY MANAGER TO EXECUTE THE FIRST CONTRACT AMENDMENT WITH RIGHT OF WAY (ROW), INC., TO EXTEND THE CONTRACT TERM TO AUGUST 19, 2022 AND INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT TO \$75,000.**

**Recommendation**

It is recommended that the City Council:

Authorize the City Manager to execute the first contract amendment with Right of Way (ROW), Inc. to extend the contract term to August 19, 2022 and increase the total by \$25,000 for a new not to exceed amount of \$75,000.

**CONSENT CALENDAR - CONTINUED**

14. **PROFESSIONAL SERVICES AGREEMENT TO KOA CORPORATION FOR ENGINEERING DESIGN SERVICES FOR THE NORTH-SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEM DEPLOYMENT PROJECT NO. 2020-02, FEDERAL PROJECT NO. RABA01-5071(024) FOR A NOT-TO-EXCEED AMOUNT OF \$867,331; REALLOCATION OF PROJECT COSTS.**

**Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager to execute a professional services agreement and any amendments with KOA Corporation for Professional Engineering Services for the North-South Corridor Intelligent Transportation System (ITS) Deployment Project No. 2020-02, Federal Project No. RABA01-5071(024) (Project) in an amount not-to-exceed \$788,483 with a design contingency of ten percent in the amount of \$78,848 for a total amount of \$867,331; and
  2. Appropriate \$450,000 from Capital Growth fund reserves to the Fair Oaks ITS Project Account No. 255-9000-9278-9278-001; and
  3. Appropriate \$9,343,563 of Rogan Grant funds to the Fair Oaks ITS Project Account No. 214-9000-9278-9278-001; and
  4. Undesignate \$1,410,000 from General Fund Designated Reserve for the Fair Oaks ITS Project Account (SR110 Interchange Rogan Fund Match), and transfer \$1,410,000 to the City's Street Improvement Fund number 104; and
  5. Appropriate \$1,410,000 to the Fair Oaks ITS Project account 104-9000-9278-9278-001.
15. **APPOINTMENT OF VOTING DELEGATE AND ALTERNATE TO REPRESENT THE CITY OF SOUTH PASADENA AT THE 2021 LEAGUE OF CALIFORNIA CITIES' ANNUAL BUSINESS MEETING.**

**Recommendation**

It is recommended that the City Council appoint Mayor Diana Mahmud as the City of South Pasadena's (City) voting delegate and Councilmember Evelyn G. Zneimer as the alternate for the League of California Cities' (League) 2021 Annual Business Meeting on Friday, September 24, 2021, to be held in Sacramento.

16. **APPROVAL OF THE RECOMMENDED CITY POSITIONS FOR THE 2021 LEAGUE OF CALIFORNIA CITIES RESOLUTIONS.**

**Recommendation**

It is recommended that the City Council authorize the City delegate to vote in support of the resolution being considered at the upcoming League of California Cities' (League) Annual Business Meeting being held during the League's Annual Conference, in Sacramento.

**CONSENT CALENDAR - CONTINUED**

**17. RECEIVE AND FILE CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE.****Recommendation**

It is recommended that the City Council receive and file updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees.

<b>PUBLIC HEARING</b>
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**18. CONDUCT PUBLIC HEARING AND ADOPT RESOLUTION APPROVING THE ISSUANCE OF REVENUE BONDS AS FOLLOWS:****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE ISSUANCE OF REVENUE BONDS BY THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY FOR THE PURPOSE OF FINANCING THE ACQUISITION, CONSTRUCTION, IMPROVEMENT, RENOVATION AND EQUIPPING OF CERTAIN EDUCATIONAL FACILITIES FOR THE BENEFIT OF THE CALIFORNIA INSTITUTE OF THE ARTS AND CERTAIN OTHER MATTERS RELATING THERETO AND APPROVING A JOINT POWERS AGREEMENT RELATING TO THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY.

**Recommendation**

It is recommended that the City Council:

1. Conduct the Public Hearing under the requirements of TEFRA and the Internal Revenue Code of 1986, as amended (the "Code").
2. Adopt the resolution approving the issuance of the bonds by the California Municipal Finance Authority (CMFA) for the benefit of the Borrower, a nonprofit corporation, duly organized and existing under the laws of the State of California, to provide for the financing of the Project, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code Section 6500 (and following). The resolution will also authorize the Mayor or designee thereof to execute the Joint Exercise of Powers Agreement with the CMFA.
3. Authorize the acceptance of the portion of issuance fees to be forwarded to the City, estimated at \$5,000, and appropriate the funds to account 101-0000-0000-5505-0000 Miscellaneous General Fund Revenue.

**PUBLIC HEARING - CONTINUED**

- 19. FIRST READING AND INTRODUCTION OF AN ORDINANCE, AMENDING CHAPTER 19A (NOISE REGULATION) AND CHAPTER 1 (GENERAL PROVISIONS) OF THE SOUTH PASADENA MUNICIPAL CODE TO PROHIBIT THE USE OF GAS-POWERED LEAF BLOWERS**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTIONS 19A.12.1 ("POWER YARD MAINTENANCE EQUIPMENT—DEFINITIONS") AND 19A.12.4 ("LEAF BLOWERS —REGULATION OF USE") AND 19A.12.5 ("POWER YARD MAINTENANCE EQUIPMENT – VIOLATION AND PENALTY") OF CHAPTER 19A ("NOISE REGULATION") AND 1.7A ("SAME–INFRACTIONS") OF CHAPTER 1 ("GENERAL PROVISIONS") OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO LEAF BLOWERS

**Recommendation**

It is recommended that the City Council:

1. Conduct Public Hearing, and
2. Read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 19A and Chapter 1 of the South Pasadena Municipal Code (SPMC) to prohibit the use of gas-powered leaf blowers within the City of South Pasadena.
3. Appropriate \$25,000 in General Fund Undesignated Reserves to Public Works Environmental Services Account Numbers 101-6010-6015-8010-000 (Postage \$5,800), 101-6010-6015-8040-000 (Advertising \$3,000), and 101-6010-6015-8050-000 (Printing/Duplicating \$16,200) for a robust outreach program.

**ACTION / DISCUSSION - NONE****INFORMATION REPORTS**

- 20. STATUS UPDATE OF THE 2021 STRATEGIC PLAN AND PROGRAM SCHEDULE.**

**Recommendation**

It is recommended that the City Council Receive and File this report.

**ADJOURNMENT**

**FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

September 1, 2021	Regular City Council meeting Council Chamber	7:00 p.m.
September 15, 2021	Regular City Council meeting Council Chamber	7:00 p.m.
October 6, 2021	Regular City Council meeting Council Chamber	7:00 p.m.
October 20, 2021	Regular City Council meeting Council Chamber	7:00 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>.

Regular meetings are live streamed via the internet at:

[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or call (626) 403-7230.

**ACCOMMODATIONS**

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **August 18, 2021**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.*

08/12/2021

/s/

Date

Christina Muñoz  
Interim Deputy City Clerk